

DSPS Inspection Checklist

School District: _____

Date: _____

Building: _____

TABLE OF CONTENTS

- Art Staff
- Band/Orchestra Staff
- Custodial Staff
- Directory of Buildings & Grounds
- F.A.C.E. Staff
- Food Service Staff
- Grounds Staff
- Instructional Staff
- Maintenance Staff
- Nursing Staff
- Pool Operating Staff
- Science Staff-Biology & Physical Science
- Science Staff-Chemistry
- Special Education Staff
- Tech. Ed. Staff-Auto Shop
- Tech. Ed. Staff-Metal Shop
- Tech. Ed. Staff-Wood Shop



DSPS Inspection Checklist

Job Description: Art Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency: _____

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency: _____

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not covering more than 20% of a single wall's surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in close proximity to kiln.
- Combustible materials do not cover classroom door.
- Flammable materials stored in approved cabinet.

Comment/Deficiency: _____

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Art Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.

Comment/Deficiency:

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling, if required.
- Safety glasses available for hand power tool operation.
- Goggles are available for use with corrosive liquids, if required.
- Dark room – Gloves, goggles, and apron available, if required

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Art Staff

Date: _____

Building: _____

Room(s): _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and sign is visible.
- Eyewash is activated weekly and documented.
- Grinder tongue guards are not more than 1/4" from stone.
- Grinder work rest is not more than 1/8" from stone.
- Hand power tools have correct shield, guard or attachment.

Comment/Deficiency:

Ventilation

Yes No N/A

- Jewelry/soldering contaminates are properly ventilated.
- Kiln ventilation is in compliance with all DSPS requirements (see "Kiln Ventilation Flow Chart")
- Spray booth(s) has a face velocity of 100 fpm.
- Spray booth(s) has an independent exhaust system that discharges to the exterior of the building.
- Clay is only handled using wet methods to prevent exposure to silica dust

Comment/Deficiency:

Walking/Working Surfaces

Yes No N/A

- Guard rails and toe-boards on all platforms above 4 feet.
- Guard rails are strong enough to withstand 200 lbs of force applied in any direction on any part of the top rail.
- Non-skid strips on mezzanine stairs (not less than 3")

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Band/Orchestra Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- Combustible materials not covering more than 20% of a single walls surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials do not cover classroom door.

Comment/Deficiency:

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Band/Orchestra Staff

Date: _____

Building: _____

Room(s): _____

Personnel Protective Equipment

Yes No N/A

Hearing protection is available, if required.

Comment/Deficiency: _____

Walking/Working Surfaces

Yes No N/A

Guard rails and toe-boards on all platforms above 4 feet.

Guard rails are strong enough to withstand 200 lbs of force applied in any direction on any part of the top rail.

Non-skid strips on mezzanine stairs (not less than 3").

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Custodial Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times and unobstructed.
- Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguishers mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in mechanical room.
- Combustible materials not stored in exit area.
- Flammable materials stored in approved cabinet.

Comment/Deficiency:

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Forklifts only operated by trained/certified employees.
- Aerial lifts only operated by trained/certified employees.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Custodial Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.

Comment/Deficiency:

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Acid-based toilet cleaner – Safety goggles, face shield, and heavy-duty nitrile glove.
- Safety glasses available for hand power tool operation.
- Hearing protection is available, if required.
- Boiler Treatment – Safety goggles, face shield, and heavy-duty nitrile glove are available.
- Gloves, goggles, apron, and other PPE specified in the Bloodborne Pathogens Control Plan.

Comment/Deficiency:

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash activated weekly and documented.
- Eyewash is unobstructed and sign is visible.
- Grinder tongue guards are not more than ¼" and work rest is not more than 1/8" from stone.
- Hand power tools have correct shield, guard or attachment.
- Sharps container and red bio-hazardous bag is available.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Director of Buildings & Grounds

Date: _____

Building: _____

Room(s): _____

Bloodborne Pathogens (BBP)

Yes No N/A

- Using approved BBP disinfectant.
- Conduct training for all full and part time occupationally exposed employees before initial assignment.
- Conduct annual training for all full and part time occupationally exposed employees.
- Training Records (initial and annual) available.

Comment/Deficiency: _____

Confined Space

Yes No N/A

- Written Program available (entry / non-entry).
- Training Records available.
- List of Confined Space available.
- All Permit-Required Confined Space are labeled.
- Monitoring and calibration records available.
- Previous years permits available.

Comment/Deficiency: _____

Emergency Action Plan

Yes No N/A

- Written Program available.
- Fire evacuation and severe weather routes posted
- Record of drills (fire, severe weather, lock-down, etc.) available.

Comment/Deficiency: _____

Environmental Compliance

Yes No N/A

- Asbestos Records/Emergency Plan (EPA-AHERA).
- Hazardous Waste storage area and disposal records (DNR).
- Indoor Environmental Quality (IEQ) Plan (DPI).
- Integrated Pest Management (IPM)-Certified applicator or licensed contractor (DATCP).
- Radon (EPA).
- Safe Drinking Water Act (SDWA) (DNR).
- UST Certified Operator & SARA Title III Reporting (DSPS & Wis. Emergency Planning

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Director of Buildings & Grounds

Date: _____

Building: _____

Room(s): _____

Chemical Hygiene

Yes No N/A

- Chemical Hygiene Plan available.
- Chemical Hygiene Officer identified.
- Chemical fume hoods tested annually.

Comment/Deficiency:

Eyewash Stations

Yes No N/A

- Eyewash available around chemicals that are corrosives and/or will cause permanent eye damage and are used in such a way as to create splashing.
- Inventory of eyewash location available.

Comment/Deficiency:

Hazard Communication Program

Yes No N/A

- Written Program available.
- Training Records available.
- Chemical Inventory available.
- Safety Data Sheets available for all hazardous chemicals.

Comment/Deficiency:

Lockout/Tagout (LOTO) Program

Yes No N/A

- Written Program available.
- Training Records available.
- Periodic Inspections available.
- LOTO equipment available.
- Energy control procedures.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Director of Buildings & Grounds

Date: _____

Building: _____

Room(s): _____

Noise Exposure

Yes No N/A

- Written Program available.
- Training Records available.
- Records of noise monitoring available.
- List of employees enrolled in Hearing Conservation Plan available.
- Employees enrolled in Hearing Conservation Program receive annual audiometric testing.

Comment/Deficiency: _____

Personal Protective Equipment (PPE) -

Yes No N/A

- Hazard Assessment has been completed for each appropriate job description.
- Hazard Assessment includes person certifying, dates, identification of hazards.
- Employees (all job descriptions) have been trained on the PPE Hazard Assessment.
- Training records include name of employee trained, demonstrated training understood, date of training, and the subjects of training.
- Appropriate PPE is provided:
 - Disposable gloves.
 - Heavy-duty gloves for corrosive chemicals.
 - Safety Glasses.
 - Safety Goggles and Face Shield.
 - Hearing Protection.
 - Respirator/Dust Mask (N95).
 - Safety harness and lanyards for telescoping lifts.
 - Welding-Helmet and leather gloves.

Comment/Deficiency: _____

Recordkeeping

Yes No N/A

- Outside-Contractor notification (Asbestos, Safety Data Sheets, Confined Spaces, etc.).
- Injury & Illness log filled in within 7 days of notice of injury.
- Summary of Work-Related Injuries and Illnesses (Form SBD-10710) posted February 1 – April 30 in each building (area of common postings).
- Summary of Work-Related Injuries and Illnesses (Form SBD-10710) submitted to DSPS by March 1 of each calendar year.
- DSPS Safety & Haz Comm posters are posted in each building (area of common postings).

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Director of Buildings & Grounds

Date: _____

Building: _____

Room(s): _____

Respiratory Protection Program

Yes No N/A

- Do any district employees use a respirator? (if no, skip the rest of this section)
- Written Program available.
- Medical evaluations and annual fit tests are completed.
- Filter replacement schedule available.
- Training records available.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Forklifts only operated by trained/certified employees.
- Aerial lifts only operated by trained/certified employees.
- Hydraulic lift/hoists are inspected.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: F.A.C.E. Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency: _____

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency: _____

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not covering more than 20% of a single walls surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials do not cover classroom door.

Comment/Deficiency: _____

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: F.A.C.E. Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling, if required.
- Goggles are available for use with corrosive liquids, if required.
- Heat resistant gloves, mitts, or pads are available for oven use.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and sign is visible.
- Eyewash is activated weekly and documented.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Food Service Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguishers mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in mechanical room.
- Combustible materials not stored in exit area.

Comment/Deficiency:

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Food Service Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.
- Food and chemicals are not stored together.

Comment/Deficiency:

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Goggles are available for use with corrosive liquids, if required.

Comment/Deficiency:

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and sign is visible.
- Eyewash is activated weekly and documented.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Grounds Staff

Date: _____

Building: _____

Room(s): _____

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Aerial lifts only operated by trained/certified employees.

Comment/Deficiency:

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.
- Flammable materials stored in approved cabinet.
- Pesticides are only used by IPM certified employees.
- Pesticide building and turf signage posted as required.

Comment/Deficiency:

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Goggles are available for use with corrosive liquids.
- Safety glasses available for hand power tool operation, weed trimmer, leaf blower, etc.
- Face Shield available for use with chain saw.
- Hearing protection is available, if required.

Comment/Deficiency:

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and sign is visible.
- Eyewash is activated weekly and documented.
- Grinder tongue guards are not more than 1/4" from stone.
- Grinder work rest is not more than 1/8" from stone.
- Hand power tools have correct shield, guard or attachment.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Instruction Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency: _____

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency: _____

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- Combustible materials not covering more than 20% of a single walls surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials do not cover classroom door.
- Candles and other open flames sources are not present.

Comment/Deficiency: _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Cleaners, disinfectants, and other chemicals are not brought in from home.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Instruction Staff

Date: _____

Building: _____

Room(s): _____

Housekeeping

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency:

Indoor Environmental Quality (IEQ)

Yes No N/A

- Unit-ventilators, supply-air, and return-air vents are unobstructed.
- Upholstered furniture and throw rugs are not brought in from home.
- School District pet policies are being followed.
- School District food & drink in classroom policy is being followed.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Maintenance Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.
- Circuit breakers are labeled correctly.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguishers mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in mechanical room.
- Combustible materials not stored in exit area.
- Flammable materials stored in approved cabinet.

Comment/Deficiency:

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Forklifts only operated by trained/certified employees.
- Aerial lifts only operated by trained/certified employees.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Maintenance Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.
- Compressed gas cylinders are properly secured to cart or chained to wall.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Goggles are available for use with corrosive liquids.
- Safety glasses available for hand power tool operation, weed trimmer, leaf blower, etc.
- Face Shield available for use with chain saw.
- Hearing protection is available, if required.
- ANSI approved welding helmet with appropriately shaded lens is available for all types of welding.
- Leather gloves and apron are available for all types of welding/cutting.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and sign is visible.
- Eyewash is activated weekly and documented.
- Grinder tongue guards are not more than 1/4" from stone.
- Grinder work rest is not more than 1/8" from stone.
- Hand tools have correct shield, guard or attachment.

Comment/Deficiency: _____

Ventilation

Yes No N/A

- Local exhaust ventilation is available for all types of welding.
- Local exhaust ventilation provides at least 100 fpm at the point of work and draws the air away from the breathing zone.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Nursing Staff

Date: _____

Building: _____

Room(s): _____

Bloodborne Pathogens (BBP) Plan

Yes No N/A

- Written Exposure Control Plan available.
- Current Exposure Determination form available.
- Records of Hep. B Vaccinations/Declination available.
- Conduct training for all full and part time occupationally exposed employees before initial assignment.
- Conduct annual training for all full and part time occupationally exposed employees.
- Training Records (initial and annual) available.
- Program review conducted annually.
- Sharps Injury Log is maintained and available.

Comment/Deficiency: _____

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency: _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all cleaning and disinfectant chemicals in the area.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Gloves, goggles, apron, and other PPE specified in the Bloodborne Pathogens Control Plan are available.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Sharps container is available at each building.
- Red bio-hazardous waste bag is available.
- Approved bio-hazardous waste disposal company used.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Pool Operating Staff

Date: _____

Building: _____

Room(s): _____

Confined Space

Yes No N/A

Permit-required confined spaces are properly labeled.

Comment/Deficiency:

Egress

Yes No N/A

Exit lights illuminated at all times.

Exit signs are unobstructed.

Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

Grounded power cords have ground prong intact.

All outlets have faceplates that are not broken.

Extension cords are not used in place of fixed wiring.

No extension cords plugged into each other.

Outlets within six feet of water source are protected by GFCI.

At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

Fire extinguishers mounted, unobstructed, and visually inspected monthly.

No fire doors blocked open.

Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).

Combustible materials not stored in mechanical room.

Comment/Deficiency:

General

Yes No N/A

Storage area uncluttered and orderly.

Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Pool Operating Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate chemical resistant gloves are available for chemical handling.
- Goggles are available for use with corrosive liquids.
- Face shield is available for use with pool chemicals.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and sign is visible.
- Eyewash is activated weekly and documented.

Comment/Deficiency: _____

Ventilation

Yes No N/A

- General exhaust ventilation is available in the chemical storage area.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Science Staff-Biology & Physical Sciences

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency: _____

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency: _____

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not covering more than 20% of a single wall's surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in close proximity to kiln.
- Combustible materials do not cover classroom door.

Comment/Deficiency: _____

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Science Staff-Biology & Physical Sciences

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and identify the chemical and concentration.
- Chemical containers are in good condition.
- Compressed gas cylinders are properly secured to cart or chained to wall.
- Chemical inventory is available.
- Specimen container preservative is labeled on the storage shelf or cabinet.
- If specimen preservative contains >.1% of formaldehyde, emergency spill procedures are located in the storage area.
- Food and chemicals not stored together (usually found in refrigerator).

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate chemical resistant gloves are available for chemical handling.
- Goggles are available for use with corrosive or hazardous liquids.
- Heat resistant pads, mitts, or tongs are available.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash and safety shower are within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash and safety shower are unobstructed and sign is visible.
- Eyewash and safety shower are activated weekly and documented.
- Universal gas shut off is accessible.
- Gas keyed in the off position while not in use.
- Hand power tools have correct shield, guard or attachment.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Science Staff-Biology & Physical Sciences

Date: _____

Building: _____

Room(s): _____

Ventilation

Yes No N/A

- Chemical fume hood exhaust average face velocity is ≥ 100 ft/min.
- Chemical fume hood is tested annually.
- Chemical storage room has dedicated direct exhaust to outside.
- Chemical storage room exhaust provides at least 6-12 air exchanges per hour.
- General science room exhaust provides at least 4-8 air exchanges per hour.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Science Staff-Chemistry

Date: _____

Building: _____

Room(s): _____

Chemical Storage

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and identify the chemical and concentration.
- Chemical containers are in good condition.
- Chemical inventory is updated annually and is available.
- Proper chemical storage system used.
- Lips on shelving units (at least ¼”).
- Approved acid, flammable and corrosives cabinets in use.
- Compressed gas cylinders are properly secured to cart or chained to wall.
- Nitric acid segregated from other acids; especially acetic acid.
- Chemicals not stored above eye-level.
- Food and chemicals not stored together (usually found in refrigerator).
- Emergency contact information is available in the chemical storage area.
- Doors(s) leading to the chemical storage room are labeled with the appropriate hazard classifications found within the area (i.e. corrosives, flammables, gases under pressure, oxidizers, toxic, water reactive, etc.).

Comment/Deficiency: _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- No deadbolt locks on exit doors.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency: _____

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- Electrical cords and wires are not damaged.
- At least 36” clearance in front of electrical panels.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Science Staff-Chemistry

Date: _____

Building: _____

Room(s): _____

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- Fire blanket located in the science area.
- No fire doors blocked open.
- Combustible materials not covering more than 20% of a single walls surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in close proximity to kiln.
- Combustible materials not cover classroom door.

Comment/Deficiency: _____

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Written Chemical Hygiene Plan.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate chemical resistant gloves are available for chemical handling.
- Goggles are available for use with corrosive or hazardous liquids.
- Lab coat or chemical resistant apron is available.
- Heat resistant pads, mitts, or tongs are available.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash and safety shower are within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash and safety shower are unobstructed and signs are visible.
- Eyewash and safety shower are activated weekly and documented.
- Universal gas shut off is accessible.
- Gas keyed in the off position while not in use.
- Spill kit is available (i.e. acid, base, mercury, etc.).

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Science Staff-Chemistry

Date: _____

Building: _____

Room(s): _____

Ventilation

Yes No N/A

- Chemical fume hood exhaust average face velocity is ≥ 100 ft/min.
- Chemical fume hood is tested annually.
- Chemical storage room has dedicated direct exhaust to outside.
- Chemical storage room exhaust provides at least 6-12 air exchanges per hour.
- General science room exhaust provides at least 4-8 air exchanges per hour.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Special Education Staff

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.
- Emergency fire evacuation and severe weather routes posted.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguisher mounted, unobstructed, and visually inspected monthly.
- Combustible materials not covering more than 20% of a single walls surface (50% if sprinkler protected).
- Combustible materials not attached to ceiling.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not cover classroom door.

Comment/Deficiency:

General

Yes No N/A

- Classroom and storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Special Education Staff

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Gloves, goggles, apron, and other PPE specified in the Bloodborne Pathogens Control Plan are available.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Sharps container is available.
- Red bio-hazardous waste bag is available.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Auto Shop

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguishers mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in exit area.
- Flammable materials stored in approved cabinet.

Comment/Deficiency:

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Fixed equipment properly secured to the floor or other stable surface.
- Used oil, oil filters, and oil absorbent materials are properly stored and recycled.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Auto Shop

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.
- Compressed gas cylinders are properly secured to cart or chained to wall.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Goggles are available for use with corrosive liquids.
- Safety glasses available for hand power tools and fixed power tool operations etc.
- Hearing protection is available, if required.
- ANSI approved welding helmet with appropriately shaded lens available for all types of welding.
- Leather gloves and apron are available for all types of welding/cutting.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and signs are visible.
- Eyewash is activated weekly and documented.
- Grinder tongue guards are not more than 1/4" from stone.
- Grinder work rest is not more than 1/8" from stone.
- Fix machinery and hand power tools have correct shield, guard or attachment.

Comment/Deficiency: _____

Ventilation

Yes No N/A

- Local exhaust ventilation is available for all types of welding.
- Local exhaust ventilation provides at least 100 fpm at the point of work and draws the air away from the breathing zone.
- Spray booth(s) has a face velocity of 100 fpm.
- Spray booth(s) has an independent exhaust system that discharges to the exterior of the building.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Auto Shop

Date: _____

Building: _____

Room(s): _____

Walking/Working Surfaces

Yes No N/A

- Guard rails and toe-boards on all platforms above 4 feet.
- Guard rails are strong enough to withstand 200 lbs of force applied in any direction on any part of the top rail.
- Non-skid strips on mezzanine stairs (not less than 3").

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Metal Shop

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguishers mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in exit area.
- Flammable materials stored in approved cabinet.

Comment/Deficiency:

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Fixed equipment properly secured to the floor or other stable surface.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Metal Shop

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.
- Compressed gas cylinders are properly secured to cart or chained to wall.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Goggles are available for use with corrosive liquids.
- Safety glasses available for hand power tools and fixed power tool operations etc.
- Hearing protection is available, if required.
- ANSI approved welding helmet with appropriately shaded lens is available for all types of welding.
- Leather gloves and apron are available for all types of welding/cutting.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and signs are visible.
- Eyewash is activated weekly and documented.
- Grinder tongue guards are not more than 1/4" from stone.
- Grinder work rest is not more than 1/8" from stone.
- Fix machinery and hand power tools have correct shield, guard or attachment.

Comment/Deficiency: _____

Ventilation

Yes No N/A

- Local exhaust ventilation is available for all types of welding.
- Local exhaust ventilation provides at least 100 fpm at the point of work and draws the air away from the breathing zone
- All foundry and soldering work is ventilated.
- Spray booth(s) has a face velocity of 100 fpm.
- Spray booth(s) has an independent exhaust system that discharges to the exterior of the building.



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Metal Shop

Date: _____

Building: _____

Room(s): _____

Walking/Working Surfaces

Yes No N/A

- Guard rails and toe-boards on all platforms above 4 feet.
- Guard rails are strong enough to withstand 200 lbs of force applied in any direction on any part of the top rail.
- Non-skid strips on mezzanine stairs (not less than 3").

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Wood Shop

Date: _____

Building: _____

Room(s): _____

Egress

Yes No N/A

- Exit lights illuminated at all times.
- Exit signs are unobstructed.
- Exits free from obstructions.

Comment/Deficiency:

Electrical

Yes No N/A

- Grounded power cords have ground prong intact.
- All outlets have faceplates that are not broken.
- Extension cords are not used in place of fixed wiring.
- No extension cords plugged into each other.
- Outlets within six feet of water source are protected by GFCI.
- At least 36" clearance in front of electrical panels.

Comment/Deficiency:

Fire Prevention/Protection

Yes No N/A

- Fire extinguishers mounted, unobstructed, and visually inspected monthly.
- No fire doors blocked open.
- Combustible materials not stored within two feet of ceiling (18" if sprinkler protected).
- Combustible materials not stored in exit area.
- Flammable materials stored in approved cabinet.

Comment/Deficiency:

General

Yes No N/A

- Storage area uncluttered and orderly.
- Materials are stored in stable, secure manner and do not create a hazard.
- Fixed equipment properly secured to the floor or other stable surface.

Comment/Deficiency:



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Wood Shop

Date: _____

Building: _____

Room(s): _____

Hazard Communication

Yes No N/A

- Safety Data Sheet (SDS) available for all hazardous chemical in the area.
- Labels on original chemical containers are present and not defaced.
- Labels on secondary chemical containers are present and comply with GHS standards.
- Chemical containers are in good condition.
- Compressed gas cylinders are properly secured to cart or chained to wall.

Comment/Deficiency: _____

Personnel Protective Equipment

Yes No N/A

- Appropriate disposable gloves available for chemical handling.
- Goggles are available for use with corrosive liquids.
- Safety glasses available for hand power tools and fixed power tool operations etc.
- Hearing protection is available, if required.

Comment/Deficiency: _____

Safety Equipment

Yes No N/A

- Eyewash within 10 sec. of chemicals that may cause permanent damage or are corrosive.
- Eyewash is unobstructed and signs are visible.
- Eyewash is activated weekly and documented.
- Grinder tongue guards are not more than 1/4" from stone.
- Grinder work rest is not more than 1/8" from stone.
- Fix machinery and hand power tools have correct shield, guard or attachment.

Comment/Deficiency: _____

Ventilation

Yes No N/A

- Spray booth(s) has a face velocity of 100 fpm.
- Spray booth(s) has an independent exhaust system that discharges to the exterior of the building.

Comment/Deficiency: _____



DSPS Inspection Checklist

Job Description: Tech. Ed. Staff-Wood Shop

Date: _____

Building: _____

Room(s): _____

Walking/Working Surfaces

Yes No N/A

- Guard rails and toe-boards on all platforms above 4 feet.
- Guard rails are strong enough to withstand 200 lbs of force applied in any direction on any part of the top rail.
- Non-skid strips on mezzanine stairs (not less than 3")

Comment/Deficiency:

